

**LANDSCAPE ARCHITECT ADVANCED  
MADISON  
JOB ANNOUNCEMENT CODE: 06-01174**

**INTRODUCTION:** The Department of Transportation (DOT); Division of Transportation System Development, Statewide Bureaus, Bureau of Highway Operations currently has an opportunity for a Landscape Architect Advanced (Roadside Ecologist) position located at the Hill Farms State Office Building, 4802 Sheboygan Avenue, Madison, Wisconsin.

**SALARY:** Starting salary is between \$50,530 and \$65,689 annually depending upon experience and qualifications, plus an excellent [benefits](#) package. A six-month probationary period will be required. This position is included in the State Engineering Union. Pay Schedule/Range is 14-48.

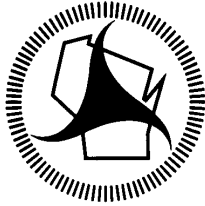
**SPECIAL REQUIREMENT:** Registration as a landscape architect with the Wisconsin Department of Regulation and Licensing is required. If you hold an out-of-state landscape architect license, please go to the Wisconsin Regulation and Licensing site: <http://drl.wi.gov/prof/arcl/faq.htm> for further license information.

**JOB DUTIES:** This position will manage the Statewide WisDOT Roadside Vegetation Management Programs providing guidance in matters relating to vegetation roadside management (e.g. planting, seeding, selective clearing, mowing, woody and invasive plant control and general plant culture) and ecological effects on proposed highway related activities. The position is involved with the development of statewide policies, procedures and guidelines based on principles of integrated vegetation management. Additional responsibilities include evaluating projects to ensure that safety and vegetation needs are met and conducting inspections of vegetation maintenance practices and landscape construction projects, managing native plant communities, and appropriate use of herbicides. The position arranges for and monitors vegetation management research including evaluation and dissemination of research findings. Additionally the position will coordinate resources and develop staff; provide formal training and guidance to the regions, consultants and contractors on issues relating to construction inspection and effects on vegetation management.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Principles of integrated vegetation management, including the use of prescribed fire; agronomy, horticulture and forestry, including knowledge of plant propagation, physiology and culture; pesticides including chemical formulations, short- and long-term impacts on flora and fauna, hazards, toxicity, application methods, and interpretation of product labels and material safety data sheets. Research skills including information sources; team leadership and motivational skills to assist associates, other agencies and the public to achieve a high level of performance through collaborative efforts. Ability to express ideas and exchange information clearly, both verbally and in writing; organizational skills; and knowledge of computer software including MS Word, Power Point, Excel, ArcView, GIS/GPS, etc. programs.

**DEADLINE TO APPLY:** The completed application/examination materials must be received in our office by **Friday, May 5, 2006 by 4:30 p.m.** Materials can be mailed to: Mary Schneider, 4802 Sheboygan Ave, Room 410, PO Box 7915, Madison, WI 53707-7915 or fax the materials to: (608) 264-9972 or send electronically in a PDF format to [mary.schneider@dot.state.wi.us](mailto:mary.schneider@dot.state.wi.us).

**CONTACT INFORMATION:** Application questions may be directed to Jane Hinline at (608) 266-7321 or at [jane.hinline@dot.state.wi.us](mailto:jane.hinline@dot.state.wi.us). For questions regarding specific position duties, please contact John Kinar at (608) 266-1202 or at [john.kinar@dot.state.wi.us](mailto:john.kinar@dot.state.wi.us).



## Wisconsin Department of Transportation

[www.dot.state.wi.us](http://www.dot.state.wi.us)

April 17, 2006

Division of Business Management  
Bureau of Human Resource Services  
4802 Sheboygan Ave.  
P O Box 7915  
Madison, WI 53707-7915  
Telephone: 608-266-2615  
Teletypewriter (TTY): 608-267-0259  
FAX: 608-264-9972

Dear Applicant:

Thank you for your interest in the Landscape Architect Advanced position, Job Announcement Code: 06-01174, within our Division of Transportation System Development, Statewide Bureaus. The position is located at the Hill Farms State Office Building, 4802 Sheboygan Avenue, Madison, Wisconsin.

The first step in the selection process will be an evaluation of your training and experience by a panel of experts who are knowledgeable of the requirements for the position. For this evaluation, you will need to complete the attached examination. The examination has been designed to obtain specific, factual information about the aspects of your training and experience which are particularly important to this position.

The evaluation of your qualifications for this position will be based solely on your response to the exam. The evaluation panel will NOT have access to your state application form or any other materials you may submit with your application. For this reason, it is particularly important to respond as fully as you can to each of the areas identified in the exam. You will want to include as much information as possible about your pertinent training and job experience when responding to the three questions enclosed.

After the evaluation of all questionnaires, those candidates who appear most qualified for the position will be invited to participate in the next step of the selection process.

Please complete the Employment Requirement Affidavit and the Certified Statement on Page 2, the responses to the three questions, the Application for State Employment (OSER-DMRS-38), the Veterans Preference Supplement form (if applicable), and return them electronically to [mary.schneider@dot.state.wi.us](mailto:mary.schneider@dot.state.wi.us). PLEASE NOTE: If you send the files electronically, make sure you scan the state application, veterans form, instruction sheet that requires your signature and place them in **pdf format**. Your response to the exam can be sent in a Word document or scanned like the other documents **OR** they can be mailed to Mary Schneider; DOT Bureau of Human Resource Services, Room 410; P.O. Box 7915; Madison, WI 53707-7915 **OR** faxed to (608) 264-9972 to be received by **May 5, 2006 at 4:30 p.m.** Late materials will not be accepted if they would delay the scoring process. If you have any questions, please feel free to call me at (608) 266-7321 or e-mail me at [jane.hineline@dot.state.wi.us](mailto:jane.hineline@dot.state.wi.us).

Sincerely,

Jane Hineline  
Human Resources Specialist

## LANDSCAPE ARCHITECT ADVANCED EXAMINATION INSTRUCTION SHEET

This examination has been designed to obtain specific, factual information about those aspects of your training and experience which are particularly important to this position. These experiences may include part-time or full-time employment, internships, volunteer activities, or relevant academic course work. Please respond as accurately as possible.

### INSTRUCTION TO THE APPLICANTS:

1. Please complete the attached examination by describing the most relevant example of past achievements in your response to each question.
2. **DO NOT PROVIDE AN EXISTING RESUME OR TRANSCRIPT IN LIEU OF THE QUESTIONNAIRE.**
3. Answers should be typewritten and double-spaced, one side only in at least 11 point font. There are three questions. You are limited to a total of (6) typed double-spaced pages for your response to the entire exam. Anything beyond this limit and information provided in a format other than double-spaced format with 11-point font will not be scored.
4. Answers to each of the three questions should be as complete and concise as possible.
5. Your name should appear **ONLY** on the bottom of this page in the space provided.
6. PLEASE NOTE: if you send the files electronically, send them to [mary.schneider@dot.state.wi.us](mailto:mary.schneider@dot.state.wi.us) and make sure you scan the state application, veterans form (if applicable), the instruction sheet that requires your signature and place them in **pdf format**. Your responses to the exam questions can be completed in a Word document or scanned like the other documents Or you may mail the application materials to: Mary Schneider; DOT Bureau of Human Resource Services, Room 410; P.O. Box 7915; Madison, WI 53707-7915 OR faxed to (608) 264-9972 by **Friday, May 5, 2006 at 4:30 p.m.** Late materials will not be accepted if it would cause a delay in the scoring process.

### EMPLOYMENT REQUIREMENT AFFIDAVIT

- ☐ **Current registration as a Landscape Architect with the State of Wisconsin Regulation and Licensing.**
- ☐ **Current registration as a Landscape Architect with another State. If you have an out-of-state license, please attach a copy of your current license to the exam packet.**

### PLEASE READ AND SIGN THE FOLLOWING STATEMENT AND RETURN IT WITH THE COMPLETED EXAMINATION.

I understand that this examination is a test and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or removal from the position if I am hired. I certify that all information provided herein is true to the best of my knowledge, that I prepared the responses to this questionnaire without assistance other than typing or reproduction, and that the information can be verified if necessary through persons I have named as references on my application or by other persons whom I can name as references if requested. I certify that the registration information provided above is true to the best of my knowledge and that the information can be verified if necessary.

NAME (Print):	_____	SOCIAL SECURITY:	_____
SIGNATURE:	_____	DATE:	_____

## LANDSCAPE ARCHITECT ADVANCED EXAMINATION

The following examination contains three (3) questions addressing the areas of vegetation management, training and communication, team building and leadership. Please consider your past training and experiences when responding to the examination questions. If you are describing training or coursework, be sure to include relevant coursework and how it relates to the specific areas mentioned.

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### Question #1 – Vegetation Management

This position will manage the Statewide WisDOT Roadside Vegetation Management Programs. The responsibilities include roadside vegetation management (e.g. general plant culture, seeding, mowing, planting, selective clearing, woody and invasive plant control) as it relates to safety and ecological effects on roadway related activities. The position is involved with the development of statewide policies, procedures and guidelines based on principles of integrated vegetation management. Additional responsibilities include evaluating projects to ensure that safety and vegetation needs are met and conducting inspections of vegetation maintenance practices and landscape construction projects, managing native plant communities, and appropriate use of herbicides.

Describe your training and experience as it relates to vegetation management and roadside ecology. In responding, include for each experience:

- Your title, a detailed description of your complete range of duties – be sure to address the dates of employment, type of business or organization and percentage of time spent in vegetation management
- The type of policies, procedures and guidelines developed, for whom they were developed, and your role in their implementation, and;
- For vegetation management experiences, please provide the following information for up to 4 projects:
  - Location of vegetation management, such as roadside or general
  - Size of area in acres
  - Length of time spent on experience
  - Level of responsibility (supervisory, technical or support)
  - Planning, designing, and accountability of project including the needs of project and how they were met
  - Any sensitive issues, i.e. rare and endangered species, conflicts impacting the project
  - Use of pesticides, prescribed burning and other integrated vegetation management techniques
  - Management of invasive species

## **Question #2 - Training and Communication**

This position requires interaction with a variety of staff, consultants, contractors and/or the general public. The contacts involve answering questions, resolving conflicts and providing information about roadside vegetation management. The position serves as the DOT statewide primary resource providing guidance to regional offices in all aspects of vegetation management. Skills in the area of research, public policies, presentations and formal trainings are necessary.

Describe your work experience with activities in which you were required to use effective oral and written communication techniques as it relates to interpersonal communications, trainings and presentations. In responding, for each experience explain:

- Your job title, duties related to communication and dates of when you performed these duties
- The individuals and/or groups with whom you communicated and the frequency of the contact, and any difficulties or complexities impacting the discussion/situation
- The purpose of your communication (i.e., to exchange information; training; provide research results; defend decisions or policies; negotiate agreements, etc). Be specific about the subject of each example presented, and;
- The training methods processes (how/what including the development of curricula, research, policy materials) you went through to effectively communicate with the other party(ies).

### **Question #3 – Team Building and Leadership**

This position advises and provides guidance statewide to WisDOT regions and other agencies in matters relating to vegetation management and ecological effects on highway related activities. In this role, the individual will work with a variety of professionals and non-professionals serving on and leading multi-disciplinary teams. This includes broad leadership responsibility to coordinate resources and develop staff; apply appropriate discipline-specific technical expertise in decision-making; and determine ways of accomplishing mission-critical objectives.

Describe your experience and training in leadwork, team or project leadership.  
In responding, include:

- Your title, dates of employment, type of business or organization
- A list of the type (e.g. professional, technical, support) and numbers of individuals supervised or led
- A description of your experiences in managing work teams including coordinating the work of others
- A description of how you established work activities and goals and monitored the performance of these activities, and;
- A description of the functions or responsibilities of the work unit you led

**LIMIT YOUR RESPONSES TO SIX DOUBLE SPACED TYPED PAGES FOR THE ENTIRE EXAM**

**Your score will only be based on the maximum pages allowed.  
Information provided in a format other than double-spaced, 11-point font, and  
exceeding the six (6) maximum pages allowed will not be scored.**

## **STATE APPLICATION INSTRUCTIONS**

Search employment opportunities on-line at <http://WiscJobs.state.wi.us>

### **General Instructions**

- These instructions are for use in completing the *Application for State Employment*, form OSER-DMRS-38.
- Applications will be accepted only for vacancies announced online at <http://WiscJobs.state.wi.us>, in the Current Opportunities Bulletin, or the Continuous Recruitment Bulletin.
- **Read the announcement carefully and submit application materials to the address listed in the announcement or special application materials.**
- You **must** provide the following: **job announcement code, mother's maiden name, last name, first name, mailing address, city, state, zip, type of employment, county(ies) where you will work, and your signature in the Certification Statement section.**
- You must ensure that the completed, signed *Application* is received on or before the announced deadline date, at the specified location. **OSER is not responsible for late, lost, misdirected or damaged mail.**
- You may take clean photocopies of the *Application*, printed **front and back on one sheet of paper**, and submit that as the official application.
- As a veteran with an honorable discharge or a spouse of a veteran, you may be eligible to receive additional points on your civil service scores. Current state employees are not eligible for veterans points. Please view the Veterans Preference Supplement form OSER-MRS-38L, found on-line at <http://OSER.state.wi.us> under "Jobs" at Application Forms & Selected Exam Materials.
- Qualified disabled persons may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form OSER-MRS-159, found on-line at <http://OSER.state.wi.us> under "Jobs," at Application Forms & Selected Exam Materials.
- Questions should be directed to the contact in the job announcement or the Office of State Employment Relations, Employment Services Center can be contacted by telephone (608) 266-1731, or e-mail [ESC@OSER.state.wi.us](mailto:ESC@OSER.state.wi.us).

### **Step-by-Step Instructions**

1. **CIVIL SERVICE JOB TITLE**  
Complete an Application for each job you apply for unless the job titles were announced together in the same single announcement. Enter the job title as it appears in the announcement.
2. **JOB ANNOUNCEMENT CODE(S)**  
Job Announcement Code(s) are listed in the heading of the job announcement. **An accurate Job Announcement Code is required to process your application.**
3. **SCORE REUSE**  
Applicants interested in score reuse should do so by the "reuse period" indicated on their Examination Results Notice. This can be completed on-line by creating an account on <http://WiscJobs.state.wi.us> or check the score reuse box in the upper right hand corner of this application and submit to the Office of State Employment Relations, P.O. Box 7855, Madison, WI 53707-7855. Refer to <http://WiscJobs.state.wi.us> or the contact listed in the job announcement for more information.
4. **SOCIAL SECURITY NUMBER**  
**This information is required in order to process your application. Your social security number will help to ensure the accuracy of your application.** Current state employees: Some information may be verified with state employment records to be sure your most current data is available with your application.
5. **MOTHER'S MAIDEN NAME**  
**This information is required in order to process your application.** Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.
6. **CONTACT INFORMATION**  
**You must provide your last name, first name, and complete mailing address for us to process your application.** Notify us in writing of any changes to your address. Please print your contact information clearly.

## State Application Instructions - page 2 of 4

7. LEGALLY AUTHORIZED TO WORK IN THE U.S.

Check YES only if you are one of the following: (1) a citizen or national of the United States, (2) a lawful permanent resident, or (3) an alien authorized to work in the United States.

8. WISCONSIN RESIDENCY

Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

9. EXAM CITY

Listed below are fourteen cities that host exam centers. If the job for which you are applying requires taking an exam at an exam center (see job announcement for examination requirements), choose only **one** of the locations listed below where you will take that exam. Transfer the code for that city to the *Application*.

<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>
AD	Ashland	KE	Kenosha	PL	Platteville	WA	Wausau
EC	Eau Claire	LX	La Crosse	RH	Rhineland	WR	Wisconsin Rapids
FD	Fond du Lac	MD	Madison	RL	Rice Lake		
GB	Green Bay	MW	Milwaukee	SU	Superior	OT	Military (see below)

**Active Duty Military**

Please enter OT in section 9 of the *Application* and provide the requested information on page 2 of the *Application*.

**Gender and Race/Ethnicity Information**

Gender and race/ethnicity information is used for equal employment opportunity/affirmative action (EEO/AA) purposes only. This information is confidential and is retained by state human resources professionals. If you do provide this information, you may be eligible for further consideration of job opportunities through the State of Wisconsin EEO/AA Plan.

10. GENDER

Check only one box.

11. RACE/ETHNICITY - Check only one box using the following definitions:

Black--Not of Hispanic origin: All persons having origins in any of the black racial groups of Africa.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

American Indian or Alaska Native: Persons descending from any of the original peoples of North America who possess ¼ degree of documented tribal descendancy or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White--Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12. BIRTH DATE

Use numbers giving the month/day/year you were born (MM/DD/YYYY). This information is used for administrative purposes only and is not required.

13. EDUCATIONAL LEVEL

Check only one box in the *Application*. Indicate your single highest level of education.

14. WORK PREFERENCES: HOURS AND SHIFTS

**You must include the type of employment you will accept in order for us to process your application.**

Check all types of work that you will accept.

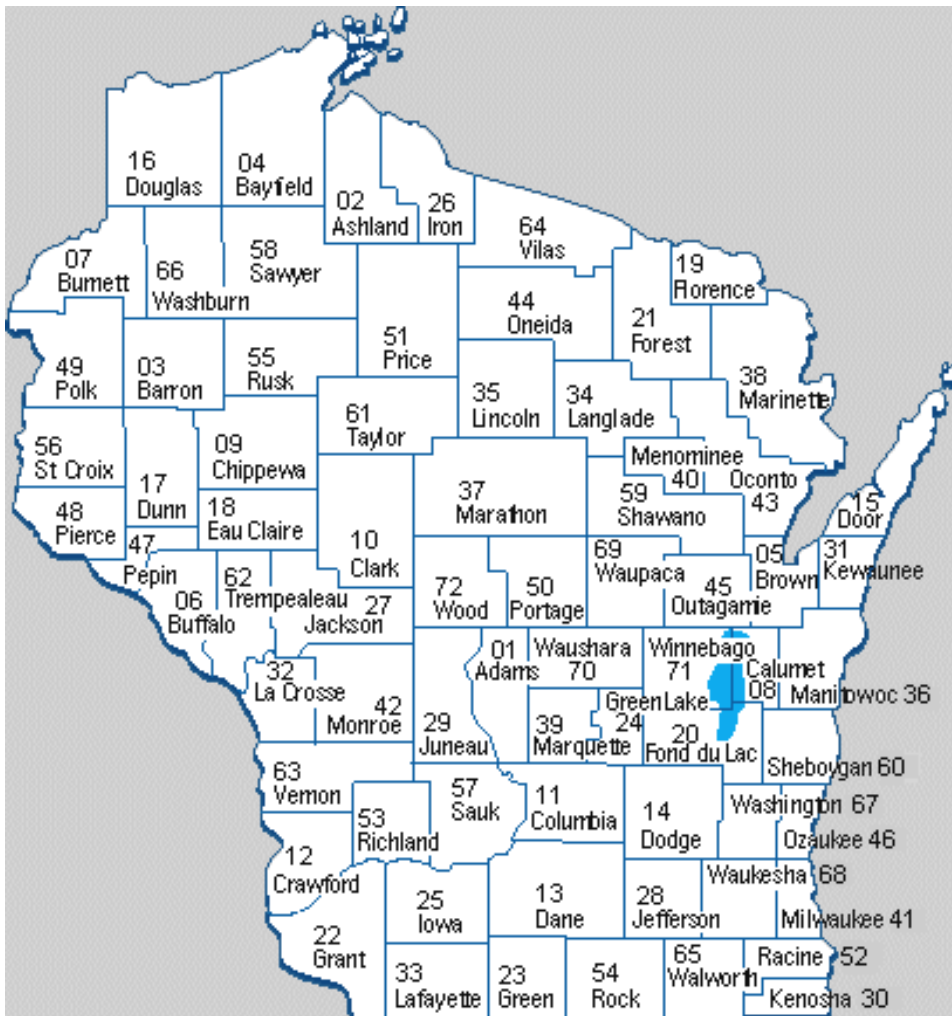


15. WHERE WOULD YOU LIKE TO WORK

Select the desired code(s) below for the county or counties where you will accept work and transfer that two-digit number to section 15 in the *Application*. See map below. **We will consider you only for jobs in the locations where you tell us you will work. You must enter at least one code for us to process your application.**

<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>
01 - Adams	16 - Douglas	31 - Kewaunee	46 - Ozaukee	61 - Taylor
02 - Ashland	17 - Dunn	32 - La Crosse	47 - Pepin	62 - Trempealeau
03 - Barron	18 - Eau Claire	33 - Lafayette	48 - Pierce	63 - Vernon
04 - Bayfield	19 - Florence	34 - Langlade	49 - Polk	64 - Vilas
05 - Brown	20 - Fond du Lac	35 - Lincoln	50 - Portage	65 - Walworth
06 - Buffalo	21 - Forest	36 - Manitowoc	51 - Price	66 - Washburn
07 - Burnett	22 - Grant	37 - Marathon	52 - Racine	67 - Washington
08 - Calumet	23 - Green	38 - Marinette	53 - Richland	68 - Waukesha
09 - Chippewa	24 - Green Lake	39 - Marquette	54 - Rock	69 - Waupaca
10 - Clark	25 - Iowa	40 - Menominee	55 - Rusk	70 - Waushara
11 - Columbia	26 - Iron	41 - Milwaukee	56 - Saint Croix	71 - Winnebago
12 - Crawford	27 - Jackson	42 - Monroe	57 - Sauk	72 - Wood
13 - Dane	28 - Jefferson	43 - Oconto	58 - Sawyer	
14 - Dodge	29 - Juneau	44 - Oneida	59 - Shawano	
15 - Door	30 - Kenosha	45 - Outagamie	60 - Sheboygan	

**99 - All Counties**



Cities with population of more than 100,000:

- Madison (state capital) is in Dane County, code 13
- Milwaukee (largest city) is in Milwaukee County, code 41
- Green Bay is in Brown County, code 05

## State Application Instructions - page 4 of 4

### 16. HOW DID YOU FIND OUT ABOUT THIS JOB?

Please identify the source(s) of information that led you to apply for this vacancy.

- 16(K) **Wisconsin Colleges/Universities:** If applicable, use the codes below to identify the Wisconsin College or University where you learned about this job opportunity. Enter a code from the list below in section 16(K) of the *Application* form.

<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>
01 -	Alverno College	22 -	Moraine Park Technical	43 -	UW-Marinette
02 -	Beloit College	23 -	Mount Mary College	44 -	UW-Marshfield/Wood County
03 -	Blackhawk Technical	24 -	Mount Senario College	45 -	UW-Milwaukee
04 -	Cardinal Stritch University	25 -	Nicolet Area Technical	46 -	UW-Oshkosh
05 -	Carroll College	26 -	North Central Technical	47 -	UW-Parkside
06 -	Carthage College	27 -	Northeast Wisconsin Technical	48 -	UW-Platteville
07 -	Chippewa Valley Technical	28 -	Northland College	49 -	UW-Richland
08 -	Concordia University	29 -	Ripon College	50 -	UW-River Falls
09 -	Edgewood College	30 -	Silver Lake College	51 -	UW-Rock County
10 -	Fox Valley Technical	31 -	Southwest Wisconsin Technical	52 -	UW-Sheboygan
11 -	Gateway Technical	32 -	St. Norbert College	53 -	UW-Stevens Point
12 -	Lakeland College	33 -	UW-Baraboo/Sauk County	54 -	UW-Stout
13 -	Lakeshore Technical	34 -	UW-Barron County	55 -	UW-Superior
14 -	Lawrence University	35 -	UW-Eau Claire	56 -	UW-Washington County
15 -	Madison Area Technical	36 -	UW-Fond du Lac	57 -	UW-Waukesha
16 -	Marian College	37 -	UW-Fox Valley	58 -	UW-Whitewater
17 -	Marquette University	38 -	UW-Green Bay	59 -	Viterbo College
18 -	Mid-State Technical	39 -	UW-La Crosse	60 -	Waukesha County Technical
19 -	Milwaukee Area Technical	40 -	UW-Madison	61 -	Western Wisconsin Technical
20 -	Milwaukee Institute of Art & Design	41 -	UW-Manitowoc	62 -	Wisconsin Indianhead Technical
21 -	Milwaukee School of Engineering	42 -	UW-Marathon County	63 -	Wisconsin Lutheran College

- 16(L) **Newspapers:** If applicable, use the codes below to identify the newspaper where you learned about this opportunity. Enter a code from the list below in section 16(L) of the *Application* form.

<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>
01 -	Appleton Post-Crescent	14 -	La Crosse Tribune	27 -	Stevens Point Journal
02 -	Ashland Daily Press	15 -	Madison Capital Times	28 -	UMOJA
03 -	Beaver Dam Daily Citizen	16 -	Madison Times	29 -	Watertown Daily Times
04 -	Beloit Daily News	17 -	Madison Wisconsin State Journal	30 -	West Bend Daily News
05 -	Campus Newspaper	18 -	Manitowoc Herald Times Reporter	31 -	Wisconsin Rapids Daily Tribune
06 -	Chippewa Falls Herald	19 -	Marshfield News Herald		
07 -	Eau Claire Leader-Telegram	20 -	Milwaukee Journal Sentinel		<b><u>Out-of-State Newspapers</u></b>
08 -	Employment Times	21 -	Milwaukee Times	32 -	Chicago Sun-Times
09 -	Fond du Lac Reporter	22 -	Now Hiring	33 -	Chicago Tribune
10 -	Green Bay News Chronicle	23 -	Oshkosh Northwestern	34 -	Minneapolis Star-Tribune
11 -	Green Bay Press Gazette	24 -	Racine Journal Times	35 -	Rockford Register Star
12 -	Janesville Gazette	25 -	Shawano Leader	36 -	St. Paul Pioneer Press
13 -	Kenosha News	26 -	Sheboygan Press	37 -	Wall Street Journal

### 17. REFERRAL PERMISSION

Check yes to give us permission to refer your name to other public employers such as state agencies, universities, and city and county governments. Your response will not affect your eligibility for state employment.

State of Wisconsin - Office of State Employment Relations  
**APPLICATION FOR STATE EMPLOYMENT**

\* Required items

1. **Civil Service Job Title** as it appears in the announcement: \_\_\_\_\_

2. **\*Job Announcement Code(s)** of the position(s) for which you are applying:

3. **Score Reuse:**

Job Code #1: \_\_\_\_\_ - \_\_\_\_\_ Job Code #2: \_\_\_\_\_ - \_\_\_\_\_ Job Code #3: \_\_\_\_\_ - \_\_\_\_\_

☐

4. **\*Social Security Number:** \_\_\_\_\_

5. **\*Mother's Maiden Name:** \_\_\_\_\_

6. **Contact Information:**

*Last Name:		*First Name:		M.I.:
*Mailing Address:				
*City:	*State:	*Zip:	Country:	
Day Phone:		E-Mail Address:		
Evening Phone:		Other Number:		

7. **I am currently legally authorized to work in the United States.** ☐ Yes ☐ No 8. **I am a Wisconsin resident.** ☐ Yes ☐ No

9. **Exam City Code:** \_\_\_\_\_ (Complete this if you are taking an exam at an exam center; see page 2 of the instructions for the codes.)

Gender and race information are used for equal employment opportunity/affirmative action purposes only.

10. **Gender:**

☐ Female ☐ Male

11. **Race/Ethnicity:**

(Check only one)

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Black (Not Hispanic)      | <input type="checkbox"/> 3 American Indian/Alaska Native |
| <input type="checkbox"/> 2 Asian or Pacific Islander | <input type="checkbox"/> 4 Hispanic                      |
| <input type="checkbox"/> 5 White (Not Hispanic)      |  |

12. **Birth Date:**

Birth date information is used for administrative purposes only. Use numbers, e.g., 02/09/1971 (MM/DD/YYYY)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

13. **Educational Level:** Check highest level completed.

- |  |  |
|--|--|
| <input type="checkbox"/> 01 Did not complete high school/GED | <input type="checkbox"/> 06 Two-year associate degree    |
| <input type="checkbox"/> 02 Completed GED/HSED               | <input type="checkbox"/> 07 Bachelor's degree            |
| <input type="checkbox"/> 03 Graduated from high school       | <input type="checkbox"/> 08 Some graduate degree courses |
| <input type="checkbox"/> 04 Some college, no degree          | <input type="checkbox"/> 09 Graduate college degree      |
| <input type="checkbox"/> 05 One-year vocational diploma      |  |

14. **\*What are your work preferences** for the position for which you are applying? Check all that you will accept.

- |  |  |
|--|--|
| <input type="checkbox"/> FT Full-time (40 hours/week)  | <input type="checkbox"/> PT Part-time (less than 40 hrs/wk)                                |
| <input type="checkbox"/> EH Evening 2 <sup>nd</sup> shift (3 to 11 pm or similar)                        | <input type="checkbox"/> NT Evening 3 <sup>rd</sup> shift (11 pm to 7 am or similar hours) |
| <input type="checkbox"/> SE Seasonal (minimum of 600 hours per year but less than 1,828 hours per year.) |  |

15. **\*Where would you like to work?** Enter counties where you will accept employment.

**Note:** We will consider you only for jobs in the locations where you tell us you will work. You must identify at least one county for us to process your application. Enter 2-digit County Code(s) below using the list provided on page 3 of the instructions.

County Code(s): \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

## APPLICATION FOR STATE EMPLOYMENT - Page 2

16. **How did you hear about this job?** Check all that apply.

<input type="checkbox"/> A Internet: <i>Select below.</i>	<input type="checkbox"/> M Current State Employee
<input type="checkbox"/> B <a href="http://WiscJobs.state.wi.us">http://WiscJobs.state.wi.us</a>	<input type="checkbox"/> N Radio Ad
<input type="checkbox"/> C <a href="http://www.wisconsin.gov">www.wisconsin.gov</a>	<input type="checkbox"/> O Television Ad
<input type="checkbox"/> D DWD/JOBNET	<input type="checkbox"/> P Job Fair
<input type="checkbox"/> E other career sites	<input type="checkbox"/> Q State Workshop
<input type="checkbox"/> F state agency web site	<input type="checkbox"/> R Library
<input type="checkbox"/> G Office of State Employment Relations	<input type="checkbox"/> S W-2/SEO Services
<input type="checkbox"/> H Job Service/Job Center	<input type="checkbox"/> T Direct Mail
<input type="checkbox"/> I Another State Agency	<input type="checkbox"/> U Current Opportunities Bulletin
<input type="checkbox"/> J Community Organization	<input type="checkbox"/> V Other
<input type="checkbox"/> K Wisconsin College/University: Enter College/University code here:_____ See list of codes on page 4 of the instructions.	
<input type="checkbox"/> L Newspaper: Enter Newspaper code here:_____ See list of codes on page 4 of the instructions.	

17. **Referral Permission:** State agencies and universities may search our database for applicants with specific skills or experiences. Do you wish to have your application available to other state agencies, universities, and city and county governments?

☐ Yes ☐ No

**Active Duty Military:** We will test active duty military members stationed out of state who are unable to test at our regularly scheduled exam centers. We will test only at approved U.S. military installations and only if the exam is administered by a Test Control Officer or equivalent person. Please provide the following information for the person who has agreed to administer the exam. A fee may be charged for this service.

Exam Administrator: Last Name:\_\_\_\_\_ First Name:\_\_\_\_\_ M.I.:\_\_\_\_\_

Title:\_\_\_\_\_ Agency:\_\_\_\_\_

Complete Mailing Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_ Phone:\_\_\_\_\_

### Certification Statement

I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

☐ I agree. ☐ I disagree. **\*Signature:**\_\_\_\_\_ **Date:**\_\_\_\_/\_\_\_\_/\_\_\_\_